



**CDL Compliance Manager**  
Classified as Licensing Services Manager 1  
**Driver Services**  
**Olympia, Washington**

**Compensation: Range 53 - \$3,396 - \$4,351/mo**

**Closing Date: Open until filled**

**Our Mission:**

Great people, great service, working together for a safer Washington.

**Our Vision:**

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Position Objectives & Responsibilities**

Under the Commercial Driver License (CDL) Program, this position serves as lead for two CDL Compliance Specialists (LSR3s) and has responsibility to develop and manage the CDL Compliance Program to ensure Third Party Testers (TPTs) comply with federal and state laws and regulations. The compliance program includes conducting federally mandated annual compliance audits for 116 TPTs, additional compliance audits as needed of TPTs and certifying state test routes. This position has responsibility to develop and manage a TPT training program including initial core training for new TPTs and annual refresher training for existing TPTs. The CDL Compliance Manager is also responsible for coordinating specialized commercial skills examinations. The incumbent will also establish policies/procedures having statewide impact. This position manages the CDL Compliance Program budget, communicates with stakeholders and participates on state and national committees relating to commercial driver licensing.

**WORKING CONDITIONS**

- This position will be required to work in office and outdoor environments during all weather conditions.
- Hours vary to include weekdays, weekends and occasional evenings. Some days may exceed eight hours.
- Routine travel throughout the state with occasional travel out of state is required.
- Incumbent must meet federal commercial physical eligibility requirements for commercial operation.
- Incumbent must pass a pre-employment drug and alcohol screening and must submit to screening on a random basis.
- A valid driver's license is required.
- A Washington Commercial Driver License (CDL) is required within six months of employment.
- Certification as a Washington State Commercial Examiner will be required within six months of employment.

**Required Competencies**

- Proficiency in the CDL Programs commercial testing and scoring practices and is able to communicate this information to a broad base of internal and external parties.
- Knowledge of the principles of program and project management.

- Ability to communicate effectively, verbally and in writing, to a diverse audiences including, employees, stakeholders, the public, and the traffic safety community. Includes educational presentations.
- Experience in mentoring subordinate employees to support a results oriented culture focused on outcomes through teamwork and innovation.
- Ability to observe, inspect and evaluate records, processes, commercial test routes and technical job performance to collect information and detect problematic situations.
- Ability to make sound independent management decisions, having potential statewide impact while minimizing the risk of adversity.
- Experience effectively organizing multiple assignments, complex in nature or involving competing priorities, to produce work products that are accurate, thorough, and on schedule;
- Working knowledge of personal computers.

### **Desired Competencies**

- Working knowledge of data-driven strategic and tactical planning principles.
- Ability to develop and effectively implement policies and procedures having statewide impact.
- Proficient in the knowledge and/or operation of all types of commercial vehicles and industry practices, including safety and federal compliance.
- Demonstrated skill in the development and delivery of training programs.
- Proven ability to manage Human Resource issues fairly, timely, and work collaboratively with union representatives.

### **Compensation**

This position is in general government service. Starting monthly compensation is \$3,396 - \$4,351/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

### **Application Procedure**

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) with a subject line of *06-109G LSM1*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required and Desired Competencies outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office  
**Attn: 06-109G LSM1**  
 Department of Licensing  
 PO Box 6007  
 Olympia, Washington 98507-6007

Persons disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including

disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.